



INPATIENT MEDICATIONS

NURSE'S USER MANUAL

Version 5.0
December 1997

(Revised September 2004)

Revision History

The table below lists changes made since the initial release of this manual. Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages Document, or replace it with the updated manual.

Note: The Change Pages Document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
09/04	23-24, 29-30, 37-48, 50-50b, 55-56, 61-62, 97, 105-121	PSJ*5*110	<p>Updated screens appearing on changed pages and pages included for two-sided copying to reflect the correct Patient Name and current dates (where applicable) in compliance with local documentation standards.</p> <p>Updated all example screens displaying the Duration field to show that it has been moved up and to the left of the screen.</p> <p>Updated sections 4.4.5. (View Profile), 4.5. (Order Actions), 4.5.1. (Discontinue), and 4.5.2. (Edit) to include the new Complex Orders functionality that requires the same action to be taken on all associated child orders.</p> <p>Updated section 4.5.5. (Renew) to describe an enhancement that extends the Stop Date/Time for an existing order instead of creating a new order during the Renewal process.</p> <p>Added terms related to Complex Orders and Renewed Orders to the Glossary, resulting in topics being moved to other pages within the Glossary.</p> <p>Updated the Index, and entered new terms related to Complex Orders and Renewed Orders, resulting in topics being moved to other pages within the Index.</p>
05/04	1, 58, 109, 115-120	PSJ*5*107	<p>Updated the Introduction Page. Added the Non-VA Meds documented in CPRS to the list of orders that are included in the order check (allergy/adverse drug reactions, drug-drug interactions, duplicate drug, and duplicate class). Updated Glossary and Index.</p>
07/03	Title, i-iv, 1, 2, 14, 24, 28, 30, 39- 44, 47-50, 50a-50d, 51- 52, 56, 59- 60, 62, 97, 104-113, 115-121	PSJ*5*80	<p>Updated the Title Page, Revision History Page, Table of Contents, Introduction Page, and the Index. The Table of Contents and Index sections are included in their entirety due to the automatic generation of these sections. Updated the Start and Stop Date/Time descriptions to explain how these fields are calculated and displayed with or without the presence of the Duration entered through CPRS. The screen shots include the new Duration display field. The INPATIENT PROFILE ORDER SORT parameter explanation is expanded. Included pages for double-sided printing.</p>

Date	Revised Pages	Patch Number	Description
01/03	Title, i, iii-iv, 1-4, 7, 10, 13, 14, 23, 24, 28-30, 38-44, 47-58, 61, 62, 65-68, 72-74, 77-79, 81, 83, 96, 97, 102, 115-121	PSJ*5*85	Updated the Title Page, Revision History Page, Table of Contents, Introduction Page, and the Index. The Table of Contents and Index sections are included in their entirety due to the automatic generation of these sections. A patient's crises, warnings, allergies, and directives are displayed on the patient profile and order view. A hidden action, CWAD, is also added. The ability to flag an order for clarification and to display an order that was flagged in CPRS is available. A new action, Flag, is available to include any comments associated with the flagged order. The Nature of Order or Electronic Signature abbreviations are displayed beside the Provider's Name on the order. When a patient has not been assessed with allergy information, the display, "No Allergy Assessment" will be included in the Patient Information area. Included pages for double-sided printing.
05/02	All	PSJ*5*58	Updated this manual to include the IV functionality and BCMA – CPRS Med Order Button enhancements released with the BCMA V. 2.0 project.
01/02	Title, i–vi, 1, 2, 21, 22, 61, 62, 89, 89a, 89b, 90-94, 111-118	PSJ*5*65	Updated the Title Page, Revision Page, Table of Contents, Menu Tree, Introduction Page, and the Index. The default Schedule Type determinations were updated for new orders and orders entered through CPRS and finished by pharmacy. A new option and report, Free Text Dosage Report, was added to the Unit Dose Reports. Included pages for double-sided printing.
01/02	Title, i, ii, 1, 2, 19, 20, 21, 22	PSJ*5*63	Updated the Title Page, Revision History Page, and the Introduction Page. The Schedule Type and Stop Date/Time were updated to include the ward and system parameters used in the determination of the stop date for one-time orders. Included pages for double-sided printing.
09/01	All	PSJ*5*50	Added this Revision History Page. Re-formatted the manual into sections. Added Patch Release changes and Pharmacy Ordering Enhancements (POE).
12/97			Original Released Nurse's User Manual.

The Nature of Order abbreviation will display on the order next to the Provider's Name. The abbreviations will be in lowercase and enclosed in brackets. Written will display as [w], telephoned as [p], verbal as [v], policy as [i], electronically entered as [e], and service correction as [s]. If the order is electronically signed through the CPRS package AND the CPRS patch OR*3*141 is installed on the user's system, then [es] will appear next to the Provider's Name instead of the Nature of Order abbreviation.

Example: New Order Entry

Patient Information	Feb 14, 2001 10:21:33	Page: 1 of 1
ALASKA, FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed:	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 02/14/01
Dx: TEST	Last transferred: *****	

Allergies/Reactions: No Allergy Assessment
 Inpatient Narrative: Narrative for Patient ALASKA
 Outpatient Narrative:

Enter ?? for more actions

PU Patient Record Update NO New Order Entry
 DA Detailed Allergy/ADR List IN Intervention Menu
 VP View Profile
 Select Action: View Profile// **NO** New Order Entry

Select DRUG: **POT**

1	POTASSIUM CHLORIDE 10 mEq U/D TABLET	TN403			
2	POTASSIUM CHLORIDE 10% 16 OZ	TN403	N/F	BT	
3	POTASSIUM CHLORIDE 20% 16 OZ	TN403	N/F		
4	POTASSIUM CHLORIDE 20MEQ PKT	TN403		UNIT DOSE INPAT	
5	POTASSIUM CHLORIDE 2MEQ/ML INJ 20ML VIAL	TN403	N/F		

Press <RETURN> to see more, '^' to exit this list, OR
 CHOOSE 1-5: **1** POTASSIUM CHLORIDE 10 mEq U/D TABLET TN403
 1. 10
 2. 20

DOSAGE ORDERED (IN MEQ): **1**

You entered 10MEQ is this correct? Yes// **<Enter>** YES
 MED ROUTE: ORAL// **<Enter>** PO
 SCHEDULE TYPE: CONTINUOUS// **<Enter>** CONTINUOUS
 SCHEDULE: **BID** 08-16
 ADMIN TIMES: 08-16// **<Enter>**
 SPECIAL INSTRUCTIONS: **<Enter>**
 START DATE/TIME: FEB 14,2001@16:00// **<Enter>** FEB 14,2001@16:00
 STOP DATE/TIME: FEB 23,2001@24:00// **<Enter>** FEB 23,2001@24:00
 PROVIDER: INPATIENT-MEDS,PROVIDER// **<Enter>**

-----report continues-----

Example: New Order Entry (continued)

NON-VERIFIED UNIT DOSE	Feb 14, 2001 10:23:37	Page:	1 of 2
ALASKA,FRED Ward: 1 EAST			
PID: 123-45-6789	Room-Bed:	Ht(cm): _____ (_____)	
DOB: 08/18/20 (80)		Wt(kg): _____ (_____)	
(1)Orderable Item: POTASSIUM CHLORIDE TAB,SA			
Instructions:			
(2)Dosage Ordered: 10MEQ		(3)Start: 02/14/01 16:00	
Duration:		(5) Stop: 02/23/01 24:00	
(4) Med Route: ORAL			
(6) Schedule Type: CONTINUOUS			
(8) Schedule: BID			
(9) Admin Times: 08-16			
(10) Provider: INPATIENT-MEDS,PROVIDER [w]			
(11) Special Instructions:			
(12) Dispense Drug	U/D	Inactive Date	
POTASSIUM CHLORIDE 10 mEq U/D TABLET	1		
+ Enter ?? for more actions			
ED Edit AC ACCEPT			
Select Item(s): Next Screen// AC ACCEPT			
NATURE OF ORDER: WRITTEN// <Enter>			
...transcribing this non-verified order....			

NON-VERIFIED UNIT DOSE	Feb 14, 2001 10:24:52	Page:	1 of 2
ALASKA,FRED Ward: 1 EAST			
PID: 123-45-6789	Room-Bed:	Ht(cm): _____ (_____)	
DOB: 08/18/20 (80)		Wt(kg): _____ (_____)	
*(1)Orderable Item: POTASSIUM CHLORIDE TAB,SA			
Instructions:			
*(2)Dosage Ordered: 10MEQ		(3)Start: 02/14/01 16:00	
Duration:		(5) Stop: 02/23/01 24:00	
*(4) Med Route: ORAL			
(6) Schedule Type: CONTINUOUS			
*(8) Schedule: BID			
(9) Admin Times: 08-16			
*(10) Provider: INPATIENT-MEDS,PROVIDER [w]			
*(11) Special Instructions:			
(12) Dispense Drug	U/D	Inactive Date	
POTASSIUM CHLORIDE 10 mEq U/D TABLET	1		
+ Enter ?? for more actions			
DC Discontinue	ED Edit	AL Activity Logs	
HD (Hold)	RN (Renew)		
FL (Flag)	VF Verify		
Select Item(s): Next Screen// VF Verify			
...a few moments, please....			
Pre-Exchange DOSES: <Enter>			
ORDER VERIFIED.			
Enter RETURN to continue or '^' to exit:			

- **“Select CLINIC LOCATION:”**

This prompt is only displayed for Outpatient IV orders entered through the Inpatient Medications package. The user will enter the hospital location name when prompted.

Example: New Order Entry

Inpatient Order Entry		Feb 28, 2002@13:48:47		Page: 1 of 3	
ALASKA,FRED		Ward: 1 EAST			
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____	(_____)		
DOB: 08/18/20 (81)		Wt (kg): _____	(_____)		
Sex: MALE		Admitted: 05/03/00			
Dx: TESTING		Last transferred: *****			

- - - - - A C T I V E - - - - -					
1	BACLOFEN TAB	C	02/20	03/06	A
	Give: 10MG PO QD				
	PATIENT SPITS OUT MEDICINE				
2	PREDNISON TAB	C	02/25	03/11	A
	Give: 5MG PO TU-TH-SA@09				
3	RESERPINE TAB	C	02/20	03/06	A
	Give: 1MG PO QD				
4	d->FUROSEMIDE 1 MG	O	02/11	02/11	E
	in 5% DEXTROSE 50 ML NOW				
5	d->FUROSEMIDE 10 MG	O	02/11	02/11	E
	in 5% DEXTROSE 50 ML STAT				

+ Enter ?? for more actions

PI Patient Information SO Select Order
 PU Patient Record Update NO New Order Entry
 Select Action: Next Screen// **NO** New Order Entry

Select IV TYPE: **p** PIGGYBACK.
 Select ADDITIVE: **MULTI**
 1 MULTIVITAMIN INJ
 2 MULTIVITAMINS
 CHOOSE 1-2: **2** MULTIVITAMINS

(The units of strength for this additive are in ML)
 Strength: **2** ML
 Select ADDITIVE: **<Enter>**
 Select SOLUTION: **0.9**
 1 0.9% SODIUM CHLORIDE 100 ML
 2 0.9% SODIUM CHLORIDE 50 ML
 CHOOSE 1-2: **1** 0.9% SODIUM CHLORIDE 100 ML
 INFUSION RATE: **125** INFUSE OVER 125 MIN.
 MED ROUTE: IV// **<Enter>**
 SCHEDULE: **QID**
 1 QID 09-13-17-21
 2 QID AC 0600-1100-1630-2000
 CHOOSE 1-2: **1** 09-13-17-21
 ADMINISTRATION TIMES: 09-13-17-21// **<Enter>**
 REMARKS: **<Enter>**
 OTHER PRINT INFO: **<Enter>**
 START DATE/TIME: FEB 28,2002@13:56// **<Enter>** (FEB 28, 2002@13:56)
 STOP DATE/TIME: MAR 30,2002@24:00// **<Enter>**
 PROVIDER: PROVIDER,PAULA// **<Enter>**

-----report continues-----

After entering the data for the order, the system will prompt the nurse to confirm that the order is correct. The IV module contains an integrity checker to ensure the necessary fields are answered for each type of order. The nurse must edit the order to make corrections if all of these fields are not answered correctly. If the order contains no errors, but has a warning, the user will be allowed to proceed.

Example: New Order Entry (continued)

Orderable Item: MULTIVITAMINS INJ
Give: IV QID

754
[29]6789 1 EAST 02/28/02
ALASKA,FRED B-12

MULTIVITAMINS 2 ML
0.9% SODIUM CHLORIDE 100 ML

INFUSE OVER 125 MIN.
QID
09-13-17-21
Fld by: _____ Chkd by: _____
1[1]

Start date: FEB 28,2002 13:56 Stop date: MAR 30,2002 24:00

Is this O.K.: YES//<Enter> YES
NATURE OF ORDER: WRITTEN// <Enter> W
...transcribing this non-verified order....

NON-VERIFIED IV	Feb 28, 2002@13:56:44	Page:	1 of 2
ALASKA,FRED	Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)	
DOB: 08/18/20 (81)		Wt(kg): _____ (_____)	
Sex: MALE		Admitted: 05/03/00	
Dx: TESTING		Last transferred: *****	
<hr/>			
*(1) Additives:		Type: PIGGYBACK	
MULTIVITAMINS 2 ML			
(2) Solutions:			
0.9% SODIUM CHLORIDE 100 ML			
Duration:		(4)	Start: 02/28/02 13:56
(3) Infusion Rate: INFUSE OVER 125 MIN.			
*(5) Med Route: IV		(6)	Stop: 03/30/02 24:00
*(7) Schedule: QID		Last Fill: *****	
(8) Admin Times: 09-13-17-21		Quantity: 0	
*(9) Provider: PROVIDER,PAULA [w]		Cum. Doses:	
*(10)Orderable Item: MULTIVITAMINS INJ			
Instructions:			
(11) Other Print:			
<hr/>			
+ Enter ?? for more actions			
DC Discontinue	RN (Renew)	VF	Verify
HD (Hold)	OC (On Call)	FL	(Flag)
ED Edit	AL Activity Logs		
Select Item(s): Next Screen// VF Verify			

4.4.5. View Profile

The View Profile action allows selection of a Long, Short, or NO profile for the patient. The profile displayed in the *Inpatient Order Entry* and *Non-Verified/Pending Orders* options will include IV and Unit Dose orders. The long profile shows all orders, including discontinued and expired orders. The short profile does not show the discontinued or expired orders.

Example: Profile View

Inpatient Order Entry	Mar 07, 2002@13:03:55	Page: 1 of 1
ALASKA,FRED		
Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
----- A C T I V E -----		
1	CEPHAPIRIN 1 GM	C 03/04 03/09 A
	in DEXTROSE 5% IN N. SALINE 1000 ML QID	
----- N O N - V E R I F I E D -----		
2	ASPIRIN CAP,ORAL	O 03/07 03/07 N
	Give: 650MG PO NOW	
----- P E N D I N G -----		
3	in DEXTROSE 10% 1000 ML 125 ml/hr	? ***** P
----- N O N - A C T I V E -----		
4	d->in 5% DEXTROSE 50 ML 125 ml/hr	C 03/06 03/06 E
5	->in 5% DEXTROSE 1000 ML Q8H	C 09/06 09/19 D
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Next Screen//		

The orders on the profile are sorted first by status (ACTIVE, NON-VERIFIED, NON-VERIFIED COMPLEX, PENDING, PENDING COMPLEX, PENDING RENEWALS) then alphabetically by SCHEDULE TYPE. Pending orders with a priority of STAT are listed first and are displayed in a bold and blinking text for easy identification. After SCHEDULE TYPE, orders are sorted alphabetically by DRUG (the drug name listed on the profile), and then in descending order by START DATE.

If an order has been verified by pharmacy but has not been verified by nursing, it will be listed under the ACTIVE heading with an arrow (->) to the right of it's number. A CPRS Med Order will have a "DONE" priority and will display a "d" to the right of the number on the long profiles. These orders will display under the Non-Active header.

Orders may be selected by choosing the Select Order action, or directly from the profile using the number displayed to the left of the order. Multiple orders may be chosen by entering the numbers of each order to be included separated by commas (e.g., 1,2,3), or a range of numbers using the dash (e.g., 1-3).



Note: The START DATE and DRUG sort may be reversed using the INPATIENT PROFILE ORDER SORT prompt in the *Edit Inpatient User Parameters* option.

Complex Orders will display in groups when the user is in the Profile View. They appear as one numbered list item, as shown in the examples below.

Example: Non-Verified Complex Order in Profile View

Inpatient Order Entry		Mar 07, 2004@13:03:55		Page: 1 of 1	
ALASKA,FRED		Ward: ONE EAST			
PID: 123-45-6789		Room-Bed: B-12		Ht(cm): _____ (_____)	
DOB: 08/18/20 (81)				Wt(kg): _____ (_____)	
Sex: MALE		Admitted: 03/03/04			
Dx: TESTING		Last transferred: *****			

- - - - - N O N - V E R I F I E D C O M P L E X - - - - -					
1	CAPTOPRIL TAB	C	03/26	03/27	N
	Give: 25MG PO QD				
	CAPTOPRIL TAB	C	03/26	03/28	N
	Give: 50MG PO BID				
	CAPTOPRIL TAB	C	03/26	03/29	N
	Give: 100MG PO TID				

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO New Order Entry

Select Action: Next Screen//

Example: Pending Complex Order in Profile View

Inpatient Order Entry		Mar 07, 2004@13:03:55		Page: 1 of 1	
ALASKA,FRED		Ward: ONE EAST			
PID: 123-45-6789		Room-Bed: B-12		Ht(cm): _____ (_____)	
DOB: 08/18/20 (81)				Wt(kg): _____ (_____)	
Sex: MALE		Admitted: 03/03/04			
Dx: TESTING		Last transferred: *****			

- - - - - P E N D I N G C O M P L E X - - - - -					
1	CAPTOPRIL TAB	?	*****	*****	P
	Give: 25MG PO QD				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 50MG PO BID				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 100MG PO TID				

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO New Order Entry

Select Action: Next Screen//

Example: Active Complex Order in Profile View

Inpatient Order Entry		Apr 13, 2004@09:08:51		Page: 2 of 2	
COLORADO, ALBERT		Ward: GEN MED		A	
PID: 123-45-6789		Room-Bed:		Ht (cm): _____ (_____)	
DOB: 02/04/25 (79)				Wt (kg): _____ (_____)	
Sex: MALE				Admitted: 04/12/04	
Dx: SICK		Last transferred: *****			
+					
- - - - - A C T I V E - - - - -					
1	PREDNISONE TAB	C	04/13	04/14	A
	Give: 10 MG PO BID				
2	PREDNISONE TAB	C	04/15	04/16	A
	Give: 5 MG PO BID				
3	PREDNISONE TAB	C	04/17	04/21	A
	Give: 2.5 MG PO QD				
Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Quit//					

4.4.6. Patient Information

The Patient Information action is displayed for the selected patient. This list contains the patient's demographic data, Allergy/Adverse Reaction data, and Pharmacy Narratives.

Example: Patient Information

Patient Information	Sep 13, 2000 15:04:31	Page: 1 of 1
ALASKA,FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
Allergies/Reactions: No Allergy Assessment		
Inpatient Narrative: Narrative for Patient ALASKA		
Outpatient Narrative:		
Enter ?? for more actions		
PU Patient Record Update	NO New Order Entry	
DA Detailed Allergy/ADR List	IN Intervention Menu	
VP View Profile		
Select Action: View Profile//		

4.4.7. Select Order

The Select Order action is used to take action on a previously entered order by selecting it from the profile, after the patient is selected and length of profile is chosen.

Example: Selecting and Displaying an Order

Inpatient Order Entry	Mar 07, 2002@13:10:28	Page: 1 of 1
ALASKA,FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
- - - - - A C T I V E - - - - -		
1 in 5% DEXTROSE 50 ML 125 ml/hr	C 03/06 03/06	A
2 ASPIRIN CAP,ORAL	C 03/07 03/08	A
Give: 325MG PO QID		
3 CEPHAPIRIN 1 GM	C 03/04 03/09	A
in DEXTROSE 5% IN N. SALINE 1000 ML QID		
- - - - - P E N D I N G - - - - -		
4 in DEXTROSE 10% 1000 ML 125 ml/hr	? *****	***** P
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit// 2		

-----report continues-----

Example: Selecting and Displaying an Order (continued)

ACTIVE UNIT DOSE	Mar 07, 2002@13:10:46	Page: 1 of 2
ALASKA, FRED		
Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (81)		Wt (kg): _____ (_____)
* (1) Orderable Item: ASPIRIN CAP, ORAL <DIN>		
Instructions:		
* (2) Dosage Ordered: 325MG		
Duration:	* (3) Start: 03/07/02 13:10	
* (4) Med Route: ORAL		
BCMA ORDER LAST ACTION: 03/07/02 13:09 Given*		
* (5) Stop: 03/08/02 24:00		
(6) Schedule Type: CONTINUOUS		
* (8) Schedule: QID		
(9) Admin Times: 09-13-17-21		
* (10) Provider: INPATIENT-MEDS, PROVIDER [es]		
* (11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	1	
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL (Flag)	VF (Verify)	
Select Item(s): Next Screen//		

The list area displays detailed order information and allows actions to be taken on the selected order. A number displayed to the left of the field name identifies fields that may be edited. If a field, marked with an asterisk (*) next to its number, is edited, it will cause this order to be discontinued and a new one created. If a pending order is selected, the system will determine any default values for fields not entered through CPRS and display them along with the data entered by the provider.

The BCMA ORDER LAST ACTION field will only display when an action has been performed through BCMA on this order. This information includes the date and time of the action and the BCMA action status. If an asterisk (*) appears after the BCMA status, this indicates an action was taken on the prior order that is linked to this order.

Actions, displayed in the Action Area, enclosed in parenthesis are not available to the user. In the example above, the action Verify is not available to the user since it was previously verified.



Only users with the appropriate keys will be allowed to take any available actions on the Unit Dose or IV order.

4.5. Order Actions

The Order Actions are the actions available in the Action Area of the List Manager Screen. These actions pertain to the patient's orders and include editing, discontinuing, verifying, etc.

Complex Orders

A Complex Order consists of one or more individual component orders, or “child” orders, that are linked together. Inpatient Medications receives the parent order number from CPRS and links the child orders together. If an action of FN (Finish), VF (Verify), DC (Discontinue), or RN (Renew) is taken on one child order, the action must be taken on all of the associated child orders. For example,

- If one child order within a Complex Order is made active, all child orders in the Complex Order must be made active.
- If one child order within a Complex Order is discontinued, all child orders in the Complex Order must be discontinued.
- If one child order within a Complex Order is renewed, all child orders in the Complex Order must be renewed.

Once a Complex Order is made active, the following fields may not be edited:

- Administration Time.
- Any field where an edit would cause a new order to be created. These fields are denoted with an asterisk in the Detailed View of a Complex Order.

If a change to one of these fields is necessary, the Complex Order must be discontinued and a new Complex Order must be created.

Sets of Complex Orders with a status of “Pending” or “Non-Verified” will be grouped together in the Profile View within Inpatient Medications. Once these orders are made active, they will appear individually in the Profile View.

Example: Pending Complex Order in Profile View

Inpatient Order Entry		Mar 07, 2004@13:03:55		Page: 1 of 1	
ALASKA, FRED		Ward: ONE EAST			
PID: 123-45-6789		Room-Bed: B-12		Ht (cm): _____ (_____)	
DOB: 08/18/20 (81)				Wt (kg): _____ (_____)	
Sex: MALE		Admitted: 03/03/04			
Dx: TESTING		Last transferred: *****			
- - - - - P E N D I N G C O M P L E X - - - - -					
1	CAPTOPRIL TAB	?	*****	*****	P
	Give: 25MG PO QD				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 50MG PO BID				
	CAPTOPRIL TAB	?	*****	*****	P
	Give: 100MG PO TID				
Enter ?? for more actions					
PI	Patient Information	SO	Select Order		
PU	Patient Record Update	NO	New Order Entry		
Select Action: Next Screen//					

Example: Non-Verified Complex Order in Profile View

Inpatient Order Entry	Mar 07, 2004@13:03:55	Page: 1 of 1
ALASKA,FRED		
Ward: ONE EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (81)		Wt(kg): _____ (_____)
Sex: MALE		Admitted: 03/03/04
Dx: TESTING		Last transferred: *****

----- N O N - V E R I F I E D C O M P L E X -----

1	CAPTOPRIL TAB	C	03/26	03/27	N
	Give: 25MG PO QD				
	CAPTOPRIL TAB	C	03/26	03/28	N
	Give: 50MG PO BID				
	CAPTOPRIL TAB	C	03/26	03/29	N
	Give: 100MG PO TID				

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO New Order Entry

Select Action: Next Screen//

Example: Active Complex Order in Profile View

Inpatient Order Entry	Apr 13, 2004@09:08:51	Page: 2 of 2
COLORADO,ALBERT		
Ward: GEN MED		
PID: 123-45-6789	Room-Bed:	Ht(cm): _____ (_____)
DOB: 02/04/25 (79)		Wt(kg): _____ (_____)
Sex: MALE		Admitted: 04/12/04
Dx: SICK		Last transferred: *****

----- A C T I V E -----

1	PREDNISONE TAB	C	04/13	04/14	A
	Give: 10 MG PO BID				
2	PREDNISONE TAB	C	04/15	04/16	A
	Give: 5 MG PO BID				
3	PREDNISONE TAB	C	04/17	04/21	A
	Give: 2.5 MG PO QD				

Enter ?? for more actions

PI Patient Information	SO Select Order
PU Patient Record Update	NO New Order Entry

Select Action: Quit//

When an action of FN (Finish), VF (Verify), RN (Renew), or DC (Discontinue) is taken on one child order, a message will display informing the user that the order is part of a Complex Order and that the action must be taken on all of the associated child orders.

Example: Complex Discontinue

Select Item(s): Next Screen// DC Discontinue

This order is part of a complex order. If you discontinue this order the following orders will be discontinued too (unless the stop date has already been reached).

Press Return to continue...

AMOXAPINE TAB	C	03/25	04/14	A
Give: 200MG PO QD				

Do you want to discontinue this series of complex orders? Yes//

Example: Complex Renew

Select Item(s): Next Screen// RN Renew

This order is part of a complex order. If you RENEW this order the following orders will be RENEWED too.

Press Return to continue...

DAPSONE TAB	C	04/12	04/16	A
Give: 200 MG PO TID				

RENEW THIS COMPLEX ORDER SERIES? YES//

In support of Complex Orders changes, two new-style cross-references will be created to group complex child orders by their parent order. For Unit Dose orders, the cross-reference will be indexed and triggered by the ORDERS FILE PARENT ORDER field and the ORDERS FILE ENTRY field in the UNIT DOSE multiple in the PHARMACY PATIENT file. For IV orders, the cross-reference will be indexed and triggered by the ORDERS FILE PARENT ORDER field and the ORDERS FILE ENTRY field in the IV multiple in the PHARMACY PATIENT file. The cross-reference definition will be created by the pre-install routine PSSCMPLX.

Example: VA FileManListing of ACX and ACX1 Cross-References

X-ref	File/Sub-file	Trigger-point field(s)
ACX	PHARMACY PATIENT (#55) /UNIT DOSE (#62)	ORDERS FILE PARENT ORDER (#125) ORDERS FILE ENTRY (#66)
ACX1	PHARMACY PATIENT (#55) /IV (#100)	ORDERS FILE PARENT ORDER (#150) ORDERS FILE ENTRY (#110)

4.5.1. Discontinue

When an order is discontinued, the order's Stop Date/Time is changed to the date/time the action is taken. An entry is placed in the order's Activity Log recording who discontinued the order and when the action was taken. Pending and Non-verified orders are deleted when discontinued and will no longer appear on the patient's profile.



Note: Any orders placed through the Med Order Button cannot be discontinued.

Example: Discontinue an Order

ACTIVE IV	Mar 20, 2001@16:37:49	Page: 1 of 1
ALASKA,FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
* (1) Additives: Order number: 65 Type: ADMIXTURE <DIN> ACETAMINOPHEN 100 MEQ		
* (2) Solutions: 0.9% SODIUM CHLORIDE 100 ML		
Duration: * (4) Start: 03/19/01 11:30		
* (3) Infusion Rate: 100 ml/hr		
* (5) Med Route: IV * (6) Stop: 03/26/01 24:00		
* (7) Schedule: Last Fill: 03/19/01 14:57		
(8) Admin Times: Quantity: 2		
* (9) Provider: INPATIENT-MEDS, PROVIDER [w] Cum. Doses: 43		
(10) Other Print:		
(11) Remarks : Entry By: INPATIENT-MEDS, PHARMACIST Entry Date: 03/19/01 11:30 Enter ?? for more actions		
DC Discontinue	RN Renew	FL (Flag)
HD Hold	OC On Call	
ED Edit	AL Activity Logs	
Select Item(s): Quit// DC Discontinue		
NATURE OF ORDER: WRITTEN// <Enter> W		
Requesting PROVIDER: INPATIENT-MEDS, PROVIDER// <Enter> PROV		
REASON FOR ACTIVITY: TESTING		

DISCONTINUED IV	Mar 20, 2001@16:38:28	Page: 1 of 1
ALASKA,FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
* (1) Additives: Order number: 65 Type: ADMIXTURE <DIN> ACETAMINOPHEN 100 MEQ		
* (2) Solutions: 0.9% SODIUM CHLORIDE 100 ML		
Duration: * (4) Start: 03/19/01 11:30		
* (3) Infusion Rate: 100 ml/hr		
* (5) Med Route: IV * (6) Stop: 03/20/01 16:38		
* (7) Schedule: Last Fill: 03/19/01 14:57		
(8) Admin Times: Quantity: 2		
* (9) Provider: INPATIENT-MEDS, PROVIDER [w] Cum. Doses: 43		
(10) Other Print:		
(11) Remarks : Entry By: INPATIENT-MEDS, PHARMACIST Entry Date: 03/19/01 11:30 Enter ?? for more actions		
DC (Discontinue)	RN (Renew)	FL (Flag)
HD (Hold)	OC (On Call)	
ED (Edit)	AL Activity Logs	
Select Item(s): Quit// <Enter> QUIT		

When selecting the DC (Discontinue) action for Complex Orders, a new message is displayed followed by an additional prompt that the user must answer.

Example: Discontinue a Complex Order

ACTIVE UNIT DOSE	Feb 25, 2004@21:25:50	Page: 1 of 2
ALASKA, FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
<p>*(1) Orderable Item: ASPIRIN TAB <DIN></p> <p>Instructions:</p> <p>*(2) Dosage Ordered: 650MG</p> <p>Duration:</p> <p>*(3) Start: 03/26/01 14:40</p> <p>*(4) Med Route: ORAL</p> <p>*(5) Stop: 03/28/01 24:00</p> <p>(6) Schedule Type: CONTINUOUS</p> <p>*(8) Schedule: QD</p> <p>(9) Admin Times: 1440</p> <p>*(10) Provider: INPATIENT-MEDS, PROVIDER [es]</p> <p>(11) Special Instructions:</p>		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	2	
<p>+ Enter ?? for more actions</p> <p>DC Discontinue ED (Edit) AL Activity Logs</p> <p>HD Hold RN Renew</p> <p>FL Flag VF (Verify)</p> <p>Select Item(s): Next Screen//</p> <p>Select Item(s): Next Screen// DC Discontinue</p> <p>This order is part of a complex order. If you discontinue this order the following orders will be discontinued too (unless the stop date has already been reached).</p> <p>Press Return to continue...</p>		
<p>CAPTOPRIL TAB C 03/26 03/27 N</p> <p>Give: 25MG PO QD</p>		
<p>CAPTOPRIL TAB C 03/26 03/29 N</p> <p>Give: 100MG PO TID</p>		
<p>Press Return to continue...</p> <p>Do you want to discontinue this series of complex orders? Yes//</p>		

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4.5.2. Edit

This action allows modification of any field shown on the order view that is preceded by a number in parenthesis (#).

Example: Edit an Order

ACTIVE UNIT DOSE	Sep 13, 2000 15:20:42	Page: 1 of 2
ALASKA, FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
*(1) Orderable Item: AMPICILLIN CAP INJ		
Instructions:		
*(2) Dosage Ordered: 250MG		
Duration:		*(3) Start: 09/07/00 15:00
*(4) Med Route: ORAL		*(5) Stop: 09/21/00 24:00
(6) Schedule Type: CONTINUOUS		
*(8) Schedule: QID		
(9) Admin Times: 01-09-15-20		
*(10) Provider: INPATIENT-MEDS, PROVIDER [es]		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
AMPICILLIN 500MG CAP	1	
+ Enter ?? for more actions		
DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL (Flag)	VF Verify	
Select Item(s): Next Screen//		

If a field marked with an asterisk (*) to the left of the number is changed, the original order will be discontinued, and a new order containing the edited data will be created. The Stop Date/Time of the original order will be changed to the date/time the new edit order is accepted. The old and new orders are linked and may be viewed using the History Log function. When the screen is refreshed, the field(s) that was changed will now be shown in **blinking reverse video** and “This change will cause a new order to be created” will be displayed in the message window.

NON-VERIFIED UNIT DOSE	Sep 13, 2000 15:26:46	Page: 1 of 2
ALASKA, FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
*(1) Orderable Item: AMPICILLIN CAP INJ		
Instructions:		
*(2) Dosage Ordered: 250MG		
Duration:		*(3) Start: 09/13/00 20:00
*(4) Med Route: ORAL		*(5) Stop: 09/27/00 24:00
(6) Schedule Type: CONTINUOUS		
*(8) Schedule: QID		
(9) Admin Times: 01-09-15-20		
*(10) Provider: INPATIENT-MEDS, PHARMACIST		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
AMPICILLIN 500MG CAP	1	
+ This change will cause a new order to be created.		
ED Edit	AC ACCEPT	
Select Item(s): Next Screen//		

If the ORDERABLE ITEM or DOSAGE ORDERED fields are edited, the Dispense Drug data will not be transferred to the new order. If the Orderable Item is changed, data in the DOSAGE ORDERED field will not be transferred. New Start Date/Time, Stop Date/Time, Login Date/Time, and Entry Code will be determined for the new order. Changes to other fields (those without the asterisk) will be recorded in the order's activity log.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.



Note: A Complex Order cannot be edited once it has been made active.

4.5.3. Verify

Orders must be accepted and verified before they can become active and are included on the pick list, BCMA Virtual Due List (VDL), etc. If AUTO-VERIFY is enabled for the nurse, new orders immediately become active after entry or finish (pending orders entered through CPRS). Orders verified by nursing prior to pharmacy verification are displayed on the profile under the active header marked with an arrow (->) to the right of the order number. When verify is selected and when the order has not been verified by the pharmacist, the nurse must enter any missing data and correct any invalid data before the verification is accepted.



Note: The ALLOW AUTO-VERIFY FOR USER field in the INPATIENT USER PARAMETERS file controls AUTO-VERIFY.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

Example: Verify an Order

NON-VERIFIED UNIT DOSE		Sep 07, 2000 13:57:03		Page: 1 of 2	
ALASKA, FRED		Ward: 1 EAST			
PID: 123-45-6789		Room-Bed: B-12		Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)				Wt (kg): _____ (_____)	
*(1) Orderable Item: PROPRANOLOL TAB					
Instructions:					
*(2) Dosage Ordered:					
Duration:				(3) Start: 09/07/00 17:00	
*(4) Med Route: ORAL				(5) Stop: 09/21/00 24:00	
(6) Schedule Type: CONTINUOUS					
*(8) Schedule: QD					
(9) Admin Times: 17					
*(10) Provider: INPATIENT-MEDS, PROVIDER [es]					
(11) Special Instructions:					
(12) Dispense Drug		U/D		Inactive Date	
PROPRANOLOL 10MG U/D		1			
+ Enter ?? for more actions					
DC Discontinue		ED Edit		AL Activity Logs	
HD (Hold)		RN (Renew)			
FL (Flag)		VF Verify			
Select Item(s): Next Screen// VF					
...a few moments, please.....					
Pre-Exchange DOSES:					
ORDER VERIFIED.					
Enter RETURN to continue or '^' to exit:					

4.5.4. Hold

Only active orders may be placed on hold. Orders placed on hold will continue to show under the ACTIVE heading on the profiles until removed from hold. Any orders placed on hold through the pharmacy options cannot be released from hold using any of the CPRS options. An entry is placed in the order's Activity Log recording the user who placed/removed the order from hold and when the action was taken.

Example: Place an Order on Hold

ACTIVE UNIT DOSE	Feb 25, 2001@21:25:50	Page:	1 of 2
ALASKA, FRED			
Ward: 1 EAST			
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)	

*(1) Orderable Item: ASPIRIN TAB		<DIN>
Instructions:		
*(2) Dosage Ordered: 650MG		
Duration:		*(3) Start: 02/26/01 14:40
*(4) Med Route: ORAL		*(5) Stop: 02/28/01 24:00
(6) Schedule Type: CONTINUOUS		
*(8) Schedule: QD		
(9) Admin Times: 1440		
*(10) Provider: INPATIENT-MEDS, PROVIDER [es]		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	2	

+ Enter ?? for more actions

DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL (Flag)	VF (Verify)	

Select Item(s): Next Screen// **HD** Hold

Do you wish to place this order 'ON HOLD'? Yes// **<Enter>** (Yes)

NATURE OF ORDER: WRITTEN// **<Enter>** W...

COMMENTS:

1>TESTING

2>

EDIT Option: . **<Enter>**

Enter RETURN to continue or '^' to exit: **<Enter>**

-----report continues-----

Example: Place an Order on Hold (continued)

HOLD UNIT DOSE	Feb 25, 2001@21:27:57	Page: 1 of 2
ALASKA,FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
*(1)Orderable Item: ASPIRIN TAB <DIN> Instructions: *(2)Dosage Ordered: 650MG Duration: *(4) Med Route: ORAL *(3)Start: 02/26/01 14:40 *(5) Stop: 02/28/01 24:00 (6) Schedule Type: CONTINUOUS *(8) Schedule: QD (9) Admin Times: 1440 *(10) Provider: INPATIENT-MEDS,PROVIDER [es] (11) Special Instructions: (12) Dispense Drug U/D Inactive Date ASPIRIN BUFFERED 325MG TAB 2		
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN (Renew)	
FL (Flag)	VF (Verify)	
Select Item(s): Next Screen// <Enter>		

HOLD UNIT DOSE	Feb 25, 2001@21:28:20	Page: 2 of 2
ALASKA,FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
+ Enter ?? for more actions		
(7)Self Med: NO		
Entry By: INPATIENT-MEDS,PHARMACIST		Entry Date: 02/25/01 21:25
(13) Comments: TESTING		
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN (Renew)	
FL (Flag)	VF (Verify)	
Select Item(s): Quit// <Enter>		

Unit Dose Order Entry	Feb 25, 2001@21:30:15	Page: 1 of 1
ALASKA,FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
- - - - - A C T I V E - - - - -		
1 ASPIRIN TAB	C 02/26 02/28	H
Give: 650MG ORAL QD		
+ Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit//		

Notice that the order shows a status of “H” for hold in the right side of the Aspirin Tablet order.

If the Dispense Drug or Orderable Item has a non-formulary status, this status will be displayed on the screen as “*N/F*” beside the Dispense Drug or Orderable Item.

4.5.5. Renew

Medication orders (referred to in this section as orders) that may be renewed include the following:

- All non-complex active Unit Dose and IV orders.
- Orders that have been discontinued due to ward transfer or treating specialty change.
- Expired orders containing an administration schedule (Unit Dose and scheduled IV orders) that have not had a scheduled administration time since the last BCMA action was taken.
- Expired orders not containing an administration schedule (continuous IV orders) that have had an expired status less than the time limit defined in the EXPIRED IV TIME LIMIT field in the PHARMACY SYSTEM file.



Note: Complex Orders may only be renewed if all associated child orders are renewable.

Renewing Active Orders

The following applies when the RN (Renew) action is taken on any order with a status of “Active”:

- A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
- The RN (Renew) action does not create a new order.
- The Start Date/Time is not available for editing when an order is renewed.



Note: Orders having a schedule type of One-Time or On Call must have a status of “Active” in order to be renewed.

Renewing Discontinued Orders

IV and Unit Dose orders that have been discontinued, either through the (DC) Discontinue action or discontinued due to edit, cannot be renewed.

IV and Unit Dose medication orders that have been discontinued due to ward transfer or treating specialty change will allow the (RN) Renew action.

Renewing Expired Unit Dose Orders

The following applies to expired Unit Dose orders having a schedule type of Continuous or PRN.

1. The RN (Renew) action will not be available on an order with a status of “Expired” if either of the following two conditions exist:
 - a. If the difference between the current system date and time and the last scheduled administration time is greater than the frequency of the schedule. This logic will be used for schedules with standard intervals (for example, Q7H).
 - b. If the current system date and time is greater than the time that the next dose is due. This logic is used for schedules with non-standard intervals (for example, Q6H – 0600-1200-1800).
2. A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The (RN) Renew action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Expired Scheduled IV Orders

The following applies to only IV orders that have a scheduled administration time.

1. The RN (Renew) action is not available on a scheduled IV order with a status of “Expired” if either of the following two conditions exist:
 - a. If the difference between the current system date and time and the last scheduled administration time is greater than the frequency of the schedule. This logic is used for schedules with standard intervals (for example, Q7H).
 - b. If the current system date and time is greater than the time that the next dose is due. This logic is used for schedules with non-standard intervals (for example, Q6H – 0600-1200-1800).
2. A new Default Stop Date/Time is calculated for the order using the same calculation applied to new orders. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The RN (Renew) action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Expired Continuous IV Orders

The following applies to IV orders that do not have a scheduled administration time.

1. For Continuous IV orders having a status of “Expired,” the “Expired IV Time Limit” system parameter controls whether or not the RN (Renew) action is available. If the number of hours between the expiration date/time and the current system date and time is less than this parameter, the RN (Renew) action is allowed. This parameter has a range of 0 to 24 hours, and may be changed using the *PARameters Edit Menu* [PSJ PARAM EDIT MENU] option.
2. If the RN (Renew) action is taken on a renewable continuous IV order, a new Default Stop Date/Time is calculated using existing Default Stop Date/Time calculations. The starting point of the Default Stop Date/Time calculation is the date and time that the order was signed in CPRS or the date and time that the RN (Renew) action was taken in Inpatient Medications.
3. The RN (Renew) action does not create a new order.
4. The Start Date/Time is not available for editing when an order is renewed.
5. The renewed order has a status of “Active.”

Renewing Complex Orders

A Complex Order consists of one or more associated Inpatient Medications orders, known as “child” orders, created from CPRS using the Complex dose tab in the Inpatient Medications ordering dialog. The child orders are linked together using the conjunctions AND and THEN to create combinations of dosages, medication routes, administration schedules, and order durations.



Note:

Only Complex Orders created with the conjunction AND will be available for renewal.

Orders created by checking the “Give additional dose now” box in CPRS, when ordered in conjunction with a Complex Order, will not be available for renewal.

When the (RN) Renew action is selected for a Complex Order, the user must answer an additional prompt, as illustrated in the following example.

Example: Renew a Complex Order

ACTIVE UNIT DOSE	Feb 25, 2004@21:25:50	Page: 1 of 2
------------------	-----------------------	--------------

ALASKA, FRED	Ward: 1 EAST	
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)

*(1) Orderable Item: ASPIRIN TAB <DIN>
Instructions:
*(2) Dosage Ordered: 650MG
Duration:
*(4) Med Route: ORAL
*(3) Start: 03/26/01 14:40
*(5) Stop: 03/28/01 24:00
(6) Schedule Type: CONTINUOUS
*(8) Schedule: QD
(9) Admin Times: 1440
*(10) Provider: INPATIENT-MEDS, PROVIDER [es]
(11) Special Instructions:
(12) Dispense Drug U/D Inactive Date
ASPIRIN BUFFERED 325MG TAB 2

+ Enter ?? for more actions

DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF (Verify)	

Select Item(s): Next Screen// RN Renew

This order is part of a complex order. If you RENEW this order the following orders will be RENEWED too.

Press Return to continue...

DIGOXIN TAB	C	03/26	03/29	A
Give: 200MG PO BID				
DIGOXIN TAB	C	03/26	03/28	A
Give: 100MG PO TID				

Press Return to continue...

RENEW THIS COMPLEX ORDER SERIES? YES//

Viewing Renewed Orders

The following outlines what the user may expect following the renewal process:

1. The patient profile will contain the most recent renewal date in the Renewed field.
2. The patient detail will contain the most recent renewal date and time in the Renewed field.
3. The Activity Log will display the following:
 - ORDER EDITED activity, including the previous Stop Date/Time and the previous Provider (if a new Provider is entered at the time the order is renewed).
 - ORDER RENEWED BY PHARMACIST activity, including the pharmacist that renewed the order and the date and time that the RN (Renew) action was taken.

Example: Renewed Order in Profile View

Inpatient Order Entry	Feb 25, 2004@21:25:50	Page: 1 of 1
ALASKA,FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (83)		Wt(kg): _____ (_____)
Sex: MALE		Admitted: 05/03/00
Dx: TESTING		Last transferred: *****
- - - - - A C T I V E - - - - -		
1	ASPIRIN TAB 650	C 03/26 03/28 A 03/27
	Give: 650MG PO QD	
Enter ?? for more actions		
PI Patient Information	SO Select Order	
PU Patient Record Update	NO New Order Entry	
Select Action: Quit// 1		

Example: Renewed Order in Detailed Order View

ACTIVE UNIT DOSE	Feb 25, 2004@21:25:50	Page: 1 of 2
ALASKA,FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (80)		Wt(kg): _____ (_____)
*(1)Orderable Item: ASPIRIN TAB <DIN>		
Instructions:		
*(2)Dosage Ordered: 650MG		
Duration:		
*(3)Start: 03/26/04 14:40		
Renewed: 03/27/04 11:00		
*(4) Med Route: ORAL		
*(5) Stop: 03/28/04 24:00		
(6) Schedule Type: CONTINUOUS		
*(8) Schedule: QD		
(9) Admin Times: 1440		
*(10) Provider: INPATIENT-MEDS,PROVIDER [es]		
(11) Special Instructions:		
(12) Dispense Drug	U/D	Inactive Date
ASPIRIN BUFFERED 325MG TAB	2	
+ Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN Renew	
FL Flag	VF (Verify)	
Select Item(s): Next Screen//		

ACTIVE UNIT DOSE	Feb 25, 2004@21:28:20	Page: 2 of 2
ALASKA,FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht(cm): _____ (_____)
DOB: 08/18/20 (80)		Wt(kg): _____ (_____)
+ (7)Self Med: NO		
Entry By: INPATIENT-MEDS,PHARMACIST Entry Date: 03/25/04 21:25		
Renewed By: INPATIENT-MEDS,PHARMACIST		
(13) Comments:		
TESTING		
Enter ?? for more actions		
DC Discontinue	ED (Edit)	AL Activity Logs
HD Hold	RN (Renew)	
FL (Flag)	VF (Verify)	
Select Item(s): Quit// <Enter>		

Orders That Change Status During Process of Renew

Orders that are active during the renewal process but become expired during the pharmacy finishing process follow the logic described in Renewing Expired Unit Dose Orders, Renewing Expired Scheduled IV Orders, and Renewing Expired Continuous IV Orders.

4.5.6. Activity Log

This action allows viewing of a long or short activity log, dispense log, or a history log of the order. A short activity log only shows actions taken on orders and does not include field changes. The long activity log shows actions taken on orders and does include the requested Start and Stop Date/Time values. If a history log is selected, it will find the first order, linked to the order where the history log was invoked. Then the log will display an order view of each order associated with it, in the order that they were created. When a dispense log is selected, it shows the dispensing information for the order.

Example: Activity Log

ACTIVE UNIT DOSE	Sep 21, 2000 12:44:25	Page:	1 of 2
------------------	-----------------------	-------	--------

ALASKA, FRED	Ward: 1 EAST	Ht (cm): _____ (_____)
PID: 123-45-6789	Room-Bed: B-12	Wt (kg): _____ (_____)
DOB: 08/18/20 (80)		

* (1) Orderable Item: AMPICILLIN CAP INJ
Instructions:

* (2) Dosage Ordered: 250MG
Duration: _____

* (3) Start: 09/07/00 15:00

* (4) Med Route: ORAL

* (5) Stop: 09/21/00 24:00

(6) Schedule Type: CONTINUOUS

* (8) Schedule: QID

(9) Admin Times: 01-09-15-20

* (10) Provider: INPATIENT-MEDS, PROVIDER [es]

(11) Special Instructions:

(12) Dispense Drug	U/D	Inactive Date
AMPICILLIN 500MG CAP	1	

+ Enter ?? for more actions

DC Discontinue	ED Edit	AL Activity Logs
HD Hold	RN Renew	
FL (Flag)	VF Verify	

Select Item(s): Next Screen// **AL** Activity Logs

1 - Short Activity Log
2 - Long Activity Log
3 - Dispense Log
4 - History Log

Select LOG to display: **2** Long Activity Log
Date: 09/07/00 14:07 User: INPATIENT-MEDS, PHARMACIST
Activity: ORDER VERIFIED BY PHARMACIST

Date: 09/07/00 14:07 User: INPATIENT-MEDS, PHARMACIST
Activity: ORDER VERIFIED
Field: Requested Start Date
Old Data: 09/07/00 09:00

Date: 09/07/00 14:07 User: INPATIENT-MEDS, PHARMACIST
Activity: ORDER VERIFIED
Field: Requested Stop Date
Old Data: 09/07/00 24:00

Enter RETURN to continue or '^' to exit:

4.5.7. Finish



Nurses who hold the PSJ RNFINISH key will have the ability to finish and verify Unit Dose orders placed through CPRS.



Nurses who hold the PSJI RNFINISH key will have the ability to finish and verify IV orders placed through CPRS.

When an order is placed or renewed by a provider through CPRS, the nurse or pharmacist needs to finish and/or verify this order. The same procedures are followed to finish the renewed order as to finish a new order with the following exceptions:

The PENDING RENEWAL orders may be speed finished from within the Unit Dose *Order Entry* option. The user may enter an **SF**, for speed finish, at the “Select ACTION:” prompt and then select the pending renewals to be finished. A prompt is issued for the Stop Date/Time. This value is used as the Stop Date/Time for the pending renewals selected. All other fields will retain the values from the renewed order.

Example: Finish an Order Without a Duration

PENDING IV (ROUTINE)	Sep 07, 2000 16:11:42	Page:	1 of 2
ALASKA, FRED			
Ward: 1 EAST			
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)	
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)	

(1) Additives:	Type:
(2) Solutions:	
Duration:	(4) Start: *****
(3) Infusion Rate:	REQUESTED START: 09/07/00 09:00
* (5) Med Route: IVPB	(6) Stop: *****
* (7) Schedule: QID	Last Fill: *****
(8) Admin Times: 01-09-15-20	Quantity: 0
* (9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:	
* (10) Orderable Item: AMPICILLIN INJ	
Instructions:	
(11) Other Print:	
Provider Comments: THIS IS AN INPATIENT IV EXAMPLE.	

+ Enter ?? for more actions

DC Discontinue	FL (Flag)
ED Edit	FN Finish

Select Item(s): Next Screen// **FN** Finish

COMPLETE THIS ORDER AS IV OR UNIT DOSE? IV// **IV**

Copy the Provider Comments into Other Print Info? Yes// **YES**

IV TYPE: **PB**

CHOOSE FROM:

A	ADMIXTURE
C	CHEMOTHERAPY
H	HYPERAL
P	PIGGYBACK
S	SYRINGE

Enter a code from the list above.

-----report continues-----

Example: Finish an Order Without a Duration (continued)

```
Select one of the following:
  A      ADMIXTURE
  C      CHEMOTHERAPY
  H      HYPERAL
  P      PIGGYBACK
  S      SYRINGE

IV TYPE: PIGGYBACK
          **AUTO STOP 7D**

This patient is already receiving an order for the following drug in the same
class as AMPICILLIN INJ 2GM:

      AMPICILLIN CAP INJ                      C 09/07 09/21  A
      Give: 250MG PO QID

Do you wish to continue entering this order? NO// Y
Select ADDITIVE: AMPICILLIN// <Enter>
ADDITIVE: AMPICILLIN// <Enter>
Restriction/Guideline(s) exist. Display? : (N/D): No// D

Dispense Drug Text:

      Refer to PBM/MAP PUD treatment guidelines
      RESTRICTED TO NEUROLOGY
(The units of strength for this additive are in GM)
Strength: 1 GM
Select ADDITIVE: <Enter>
Select SOLUTION: 0.9
  1  0.9% NACL                      500 ML
  2  0.9% NACL                      100 ML
  3  0.9% NACL                      50 ML
  4  0.9% NaCl                      250 ML
      BT
CHOOSE 1-4: 2  0.9% NACL                      100 ML
INFUSION RATE: <Enter>
```

-----report continues-----



Note: When the CPRS patch, OR*3*141, is installed on the user's system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es] in brackets, will appear next to the Provider's Name on the order.

Example: Finish an Order Without a Duration (continued)

PENDING IV (ROUTINE)	Sep 07, 2000 16:23:46	Page: 1 of 2
ALASKA,FRED Ward: 1 EAST		
PID: 123-45-6789	Room-Bed: B-12	Ht (cm): _____ (_____)
DOB: 08/18/20 (80)		Wt (kg): _____ (_____)
(1) Additives: Type: PIGGYBACK <DIN>		
AMPICILLIN 1 GM		
(2) Solutions:		
0.9% NACL 100 ML		
Duration: (4) Start: 09/07/00 15:00		
(3) Infusion Rate: REQUESTED START: 09/07/00 09:00		
*(5) Med Route: IVPB (6) Stop: 09/14/00 16:54		
*(7) Schedule: QID Last Fill: *****		
(8) Admin Times: 01-09-15-20 Quantity: 0		
*(9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:		
*(10) Orderable Item: AMPICILLIN INJ		
Instructions:		
(11) Other Print: THIS IS AN INPATIENT IV EXAMPLE.		
+ Enter ?? for more actions		
AC Accept	ED Edit	
Select Item(s): Next Screen// AC		

Orderable Item: AMPICILLIN INJ
Give: IVPB QID

6789 1 EAST 09/07/00
ALASKA,FRED B-12

AMPICILLIN 1 GM
0.9% NACL 100 ML

Dose due at: _____

THIS IS AN INPATIENT IV EXAMPLE
QID
01-09-15-20
M2***
Fld by: _____ Chkd by: _____
1[1]

Start date: SEP 7,2000 15:00 Stop date: SEP 14,2000 16:54

Is this O.K.? YES// <Enter>

The Requested Start date/time value is added to the order view to indicate the date/time requested by the provider to start the order. This date/time is the CPRS expected first dose when no duration is received from CPRS.

Example: Finish an Order With a Duration

PENDING IV (ROUTINE)	Sep 07, 2000 16:11:42	Page: 1 of 2
----------------------	-----------------------	--------------

ALASKA, FRED
Ward: 1 EAST
PID: 123-45-6789 Room-Bed: B-12 Ht(cm): _____ (_____)
DOB: 08/18/20 (80) Wt(kg): _____ (_____)

(1) Additives: Type:
(2) Solutions: (4) Start: *****
Duration: 10 DAYS
(3) Infusion Rate: (6) Stop: *****
*(5) Med Route: IVPB (6) Stop: *****
*(7) Schedule: QID Last Fill: *****
(8) Admin Times: 01-09-15-20 Quantity: 0
*(9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:
*(10) Orderable Item: AMPICILLIN INJ
Instructions:
(11) Other Print:
Provider Comments: THIS IS AN INPATIENT IV EXAMPLE.

+ Enter ?? for more actions

DC Discontinue FL (Flag)
ED Edit FN Finish
Select Item(s): Next Screen// **FN** Finish
COMPLETE THIS ORDER AS IV OR UNIT DOSE? IV// **IV**
Copy the Provider Comments into Other Print Info? Yes// **YES**
IV TYPE: **PB**
CHOOSE FROM:
A ADMIXTURE
C CHEMOTHERAPY
H HYPERAL
P PIGGYBACK
S SYRINGE

Enter a code from the list above.

Select one of the following:
A ADMIXTURE
C CHEMOTHERAPY
H HYPERAL
P PIGGYBACK
S SYRINGE

IV TYPE: **PIGGYBACK**
AUTO STOP 7D

This patient is already receiving an order for the following drug in the same class as AMPICILLIN INJ 2GM:

AMPICILLIN CAP INJ	C 09/07 09/21 A
--------------------	-----------------

Give: 250MG PO QID

Do you wish to continue entering this order? NO// **Y**
Select ADDITIVE: AMPICILLIN// **<Enter>**
ADDITIVE: AMPICILLIN// **<Enter>**
Restriction/Guideline(s) exist. Display? : (N/D): No// **D**

Dispense Drug Text:

Refer to PBM/MAP PUD treatment guidelines
RESTRICTED TO NEUROLOGY
(The units of strength for this additive are in GM)
Strength: **1 GM**
Select ADDITIVE: **<Enter>**

-----report continues-----

Example: Finish an Order With a Duration (continued)

```
Select SOLUTION: 0.9
  1   0.9% NACL           500 ML
  2   0.9% NACL           100 ML
  3   0.9% NACL           50 ML
  4   0.9% NaCl           250 ML
      BT
CHOOSE 1-4: 2   0.9% NACL           100 ML
INFUSION RATE:  <Enter>
```

```
PENDING IV (ROUTINE)      Sep 07, 2000 16:23:46      Page: 1 of 2
ALASKA,FRED              Ward: 1 EAST
  PID: 123-45-6789        Room-Bed: B-12      Ht(cm): _____ (_____)
  DOB: 08/18/20 (80)      Wt(kg): _____ (_____)

(1) Additives:                                Type: PIGGYBACK   <DIN>
    AMPICILLIN 1 GM
(2) Solutions:
    0.9% NACL 100 ML
    Duration: 10 DAYS
(3) Infusion Rate:
* (5) Med Route: IVPB
* (7) Schedule: QID
(8) Admin Times: 01-09-15-20
* (9) Provider: INPATIENT-MEDS, PROVIDER [es] Cum. Doses:
* (10) Orderable Item: AMPICILLIN INJ
    Instructions:
(11) Other Print: THIS IS AN INPATIENT IV EXAMPLE.
+      Enter ?? for more actions
AC  Accept      ED  Edit
Select Item(s): Next Screen// AC
```

-----report continues-----



Note: When the CPRS patch, OR*3*141, is installed on the user's system AND the order is electronically signed through the CPRS package, the electronically signed abbreviation, [es] in brackets, will appear next to the Provider's Name on the order.

Example: Inpatient Profile

```
Select Unit Dose Medications Option: IPF Inpatient Profile
You are signed on under the BIRMINGHAM ISC IV ROOM
Current IV LABEL device is: NT TELNET TERMINAL
Current IV REPORT device is: NT TELNET TERMINAL

Select by WARD GROUP (G), WARD (W), or PATIENT (P): Patient
Select PATIENT: ALASKA,FRED          123-45-6789    08/18/20    1 EAST
Select another PATIENT: <Enter>
SHORT, LONG, or NO Profile?  SHORT// <Enter>  SHORT
Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// BOTH
Show SHORT, LONG, or NO activity log?  NO// SHORT
Select PRINT DEVICE: 0;80 NT/Cache virtual TELNET terminal
```

```

      I N P A T I E N T   M E D I C A T I O N S           09/21/00  12:33
      WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM
-----
ALASKA,FRED                      Ward: 1 EAST
PID: 123-45-6789                 Room-Bed: B-12           Ht(cm): _____ (_____)
DOB: 08/18/20 (80)              Wt(kg): _____ (_____)
Sex: MALE                       Admitted: 05/03/00
Dx: TESTING
Allergies: No Allergy Assessment
ADR:
-----
      A C T I V E -----
1  -> AMPICILLIN CAP INJ          C 09/07  09/21  A
    Give: 250MG PO QID
-----
      N O N - V E R I F I E D -----
2      DOXEPIN CAP,ORAL          ? ***** ***** N
    Give: 11CC PO Q24H
-----
      P E N D I N G -----
3      MULTIVITAMINS INJ         ? ***** ***** P
    Give: Doctor's order.
-----
      N O N - A C T I V E -----
4      AMPICILLIN 1 GM           C 09/07  09/14  E
    in 0.9% NACL 100 ML QID
-----
```

-----report continues-----

Example: Inpatient Profile (continued)

Patient: ALASKA,FRED		Status: ACTIVE		
Orderable Item: AMPICILLIN CAP INJ				
Instructions:				
Dosage Ordered: 250MG				
Duration:		Start: 09/07/00 15:00		
Med Route: ORAL (PO)		Stop: 09/21/00 24:00		
Schedule Type: CONTINUOUS				
Schedule: QID				
Admin Times: 01-09-15-20				
Provider: INPATIENT-MEDS,PROVIDER [es]				
Dispense Drugs	U/D	Units Disp'd	Units Ret'd	Inactive Date
AMPICILLIN 500MG CAP	1	0	0	
ORDER NOT VERIFIED				
Entry By: INPATIENT-MEDS,PROVIDER		Entry Date: 09/07/00 13:37		
Enter RETURN to continue or '^' to exit:				
Date: 09/07/00 14:07 User: INPATIENT-MEDS,PHARMACIST				
Activity: ORDER VERIFIED BY PHARMACIST				

Patient: ALASKA,FRED		Status: NON-VERIFIED		
Orderable Item: DOXEPIN CAP,ORAL				
Instructions:				
Dosage Ordered: 11CC				
Duration:		Start: 09/20/00 09:00		
Med Route: ORAL (PO)		Stop: 10/04/00 24:00		
Schedule Type: NOT FOUND				
Schedule: Q24H				
(No Admin Times)				
Provider: INPATIENT-MEDS,PROVIDER [es]				
Special Instructions: special for DOXEPIN				
Dispense Drugs	U/D	Units Disp'd	Units Ret'd	Inactive Date
DOXEPIN 100MG U/D	1	0	0	
DOXEPIN 25MG U/D	1	0	0	
ORDER NOT VERIFIED				
Entry By: INPATIENT-MEDS,PROVIDER		Entry Date: 09/19/00 09:55		
Enter RETURN to continue or '^' to exit:				

Patient: ALASKA,FRED		Status: PENDING		
Orderable Item: MULTIVITAMINS INJ				
Instructions: Doctor's order.				
Dosage Ordered:				
Duration:		Start: *****		
Med Route: IV PIGGYBACK (IVPB)		Stop: *****		
Schedule Type: NOT FOUND				
Schedule: QID				
(No Admin Times)				
Provider: INPATIENT-MEDS,PROVIDER [es]				
Dispense Drugs	U/D	Units Disp'd	Units Ret'd	Inactive Date
Provider Comments:				
THIS IS AN INPATIENT IV EXAMPLE.				
ORDER NOT VERIFIED				
Self Med: NO				
Entry By: INPATIENT-MEDS,PROVIDER		Entry Date: 09/07/00 14:12		

6. Output Options

Most of the Output Options are located under the *Reports Menu* option on the *Unit Dose Medications* menu. The other reports are located directly on the *Unit Dose Medications* menu.

6.1. PAtient Profile (Unit Dose)

[PSJU PR]

The *PAtient Profile (Unit Dose)* option allows a user to print a profile (list) of a patient's orders for the patient's current or last (if patient has been discharged) admission, to any device. If the user's terminal is selected as the printing device, this option will allow the user to select any of the printed orders to be shown in complete detail, including the activity logs, if any. The user may print patient profiles for a ward group, ward, or by patient.

Example: Patient Profile

```
Select Unit Dose Medications Option: patient Profile (Unit Dose)

Select by WARD GROUP (G), WARD (W), or PATIENT (P): P Patient
Select PATIENT: ALASKA,FRED          123-45-6789    08/18/20    1 EAST
Select another PATIENT: <Enter>
SHORT, LONG, or NO Profile? SHORT// <Enter> SHORT
Show PROFILE only, EXPANDED VIEWS only, or BOTH: PROFILE// <Enter>
Select PRINT DEVICE: <Enter> NT/Cache virtual TELNET terminal
```

```

                U N I T   D O S E   P R O F I L E                09/13/00  16:20
                WHOEVER YOU WANT IT TO BE HEALTHCARE SYSTEM
-----
ALASKA,FRED                      Ward: 1 EAST
PID: 123-45-6789                Room-Bed: B-12
DOB: 08/18/20 (80)              Ht(cm): _____ (_____)
Sex: MALE                       Wt(kg): _____ (_____)
Dx: TESTING                     Admitted: 05/03/00
Allergies: No Allergy Assessment
ADR:
- - - - - A C T I V E - - - - -
1  -> AMPICILLIN CAP INJ                C 09/07  09/21  A  NF
      Give: 250MG PO QID
2  -> HYDROCORTISONE CREAM,TOP          C 09/07  09/21  A  NF
      Give: 1% TOP QD
3  -> PROPRANOLOL 10MG U/D              C 09/07  09/21  A  NF
      Give: PO QD
View ORDERS (1-3): 1
```

-----report continues-----

Example: Patient Profile (continued)

Patient:	ALASKA, FRED	Status:	ACTIVE	
Orderable Item:	AMPICILLIN CAP INJ			
Instructions:				
Dosage Ordered:	250MG			
Duration:		Start:	09/07/00	15:00
Med Route:	ORAL (PO)	Stop:	09/21/00	24:00
Schedule Type:	CONTINUOUS			
Schedule:	QID			
Admin Times:	01-09-15-20			
Provider:	INPATIENT-MEDS, PROVIDER [w]			
Dispense Drugs	U/D	Units Disp'd	Units Ret'd	Inactive Date

AMPICILLIN 500MG CAP	1	0	0	

ORDER NOT VERIFIED				
Self Med:	NO			
Entry By:	INPATIENT-MEDS, PROVIDER	Entry Date:	09/07/00	13:37

6.2. Reports Menu

[PSJU REPORTS]

The *Reports Menu* option contains various reports generated by the Unit Dose package.



Note: All of these reports are QUEUEABLE, and it is strongly suggested that these reports be queued when run.

Example: Reports Menu

Select Reports Menu Option: ?	
7	7 Day MAR
14	14 Day MAR
24	24 Hour MAR
AP1	Action Profile #1
AP2	Action Profile #2
	AUthorized Absence/Discharge Summary
	Extra Units Dispensed Report
	Free Text Dosage Report
	INpatient Stop Order Notices
	Medications Due Worksheet
	Patient Profile (Extended)

6.2.1. 24 Hour MAR

[PSJU 24H MAR]

The *24 Hour MAR* option creates a report that can be used to track the administration of a patient's medications over a 24-hour period. The 24 Hour MAR report includes:

- Date/time range covered by the MAR using a four-digit year format
- Institution Name
- Patient demographic data
- Time line
- Information about each order

Example: Patient Profile (Extended) (continued)

```
Patient: ALASKA,FRED                      Status: ACTIVE
*(1) Additives:                          Order number: 29          Type: PIGGYBACK
    MULTIVITAMINS 2 ML
(2) Solutions:
    0.9% SODIUM CHLORIDE 100 ML
    Duration:
(3) Infusion Rate: INFUSE OVER 125 MIN.    *(4)      Start: 02/28/02  13:56
*(5) Med Route: IV                        *(6)      Stop: 03/30/02  24:00
*(7) Schedule: QID                      Last Fill: *****
(8) Admin Times: 09-13-17-21            Quantity: 0
*(9) Provider: PROVIDER,PAULA [w]        Cum. Doses:
*(10) Orderable Item: MULTIVITAMINS INJ
    Instructions:
(11) Other Print:

(12) Remarks :
    Entry By: ALBANY,ALBERT              Entry Date: 02/28/02  13:56

ACTIVITY LOG:
#  DATE      TIME      REASON      USER
=====
1  FEB 28,2002 13:58:30 VERIFY      ALBANY,ALBERT
    Comment: ORDER VERIFIED BY PHARMACIST
-----
Patient: ALASKA,FRED                      Status: ACTIVE
Orderable Item: BACLOFEN TAB
Instructions:
Dosage Ordered: 10MG
    Duration:                          Start: 02/20/02  15:20
    Med Route: ORAL (PO)                Stop: 03/06/02  24:00
    Schedule Type: CONTINUOUS
    Schedule: QD
    Admin Times: 1440
    Provider: PROVIDER,PAULA [w]
Special Instructions: PATIENT SPITS OUT MEDICINE

Dispense Drugs                          U/D  Units  Units  Inactive
                                U/D  Disp'd Ret'd  Date
-----
BACLOFEN 10MG TABS                1    0      0
Entry By: TULSA,LARRY              Entry Date: 02/20/02  15:20

ACTIVITY LOG:
#  DATE      TIME      REASON      USER
=====
    (THE ORDERABLE ITEM IS CURRENTLY LISTED AS INACTIVE.)
    Date: 02/20/02  15:20      User: TULSA,LARRY
Activity: ORDER ENTERED AS ACTIVE BY PHARMACIST
-----
Patient: ALASKA,FRED                      Status: ACTIVE
Orderable Item: PREDNISONE TAB
Instructions:
Dosage Ordered: 5MG
    Duration:                          Start: 02/25/02  10:58
    Med Route: ORAL (PO)                Stop: 03/11/02  24:00
    Schedule Type: CONTINUOUS
    Schedule: TU-TH-SA@09
    Admin Times: 09
    Provider: PROVIDER,PAULA [w]

Dispense Drugs                          U/D  Units  Units  Inactive
                                U/D  Disp'd Ret'd  Date
-----
PREDNISONE 5MG TAB                1    0      0
Self Med: NO
Entry By: PHOENIX,SALLY            Entry Date: 02/25/02  10:58

ACTIVITY LOG:
#  DATE      TIME      REASON      USER
=====
    Date: 02/25/02  10:58      User: PHOENIX,SALLY
Activity: ORDER VERIFIED BY PHARMACIST
```

6.3. Align Labels (Unit Dose)

[PSJU AL]

Align Labels (Unit Dose) option allows the user to align the label stock on a printer so that Unit Dose order information will print within the physical boundaries of the label.

Example: Align Labels (Unit Dose)

```
Select Unit Dose Medications Option: ALIGn Labels (Unit Dose)

Select LABEL PRINTER: <Enter> TELNET
\----- FIRST LINE OF LABEL -----/
<----->
<----- LABEL BOUNDARIES ----->
<----->
/-----LAST LINE OF LABEL-----\

XX/XX | XX/XX | XX/XX/XX XX:XX (PXXXX) | A T PATIENT NAME
ROOM-BED
DRUG NAME TEAM SCHEDULE TYPE | D I XXX-XX-XXXX DOB (AGE)
DOSAGE ORDERED MED ROUTE SCHEDULE | M M SEX DIAGNOSIS
SPECIAL INSTRUCTIONS | I E ACTIVITY DATE/TIME ACTIVITY
WS HSM NF RPH:_____ RN:_____ | N S WARD GROUP
WARD

Are the labels aligned correctly? Yes// Y (Yes)
```

6.4. Label Print/Reprint

[PSJU LABEL]

Label Print/Reprint option allows the user to print new unprinted labels and/or reprint the latest label for any order containing a label record. When entering this option, the nurse will be informed if there are any unprinted new labels from auto-cancelled orders (i.e., due to ward or service transfers). The nurse will be shown a list of wards to choose from if these labels are to be printed at this time. The nurse can delete these auto-cancel labels; however, deletion will be for all of the labels.

Next, the nurse will be instructed if there are any unprinted new labels. The nurse can then decide whether to print them now or later.

The nurse can choose to print the labels for a ward group, ward, or for an individual patient. If ward group or ward is chosen, the label start date will be entered and the labels will print on the specified printer device. When the option to print by individual patient is chosen, an Inpatient Profile will be displayed and the nurse can then choose the labels from the displayed Unit Dose and IV orders to be printed on a specified printer.

Chemotherapy “Syringe”

The Chemotherapy “Syringe” IV type follows the same order entry procedure as the regular syringe IV type. Its administration may be continuous or intermittent. The pharmacist selects this type when the level of toxicity of the chemotherapy drug is low and needs to be infused directly into the patient within a short time interval (usually 1-2 minutes).

Child Orders

One or more Inpatient Medication Orders that are associated within a Complex order and are linked together using the conjunctions AND and OR to create combinations of dosages, medication routes, administration schedules, and order durations.

Complex Order

An order that is created from CPRS using the Complex order dialog and consists of one or more associated Inpatient Medication orders, known as "child" orders.

Continuous IV Order

Inpatient Medications IV order not having an administration schedule. This includes the following IV types: Hyperals, Admixtures, Non-Intermittent Syringe, and Non-Intermittent Syringe or Admixture Chemotherapy.

Continuous Syringe

A syringe type of IV that is administered continuously to the patient, similar to a hyperal IV type. This type of syringe is commonly used on outpatients and administered automatically by an infusion pump.

Coverage Times

The start and end of coverage period designates administration times covered by a manufacturing run. There must be a coverage period for all IV types: admixtures and primaries, piggybacks, hyperals, syringes, and chemotherapy. For one type, admixtures for example, the user might define two coverage periods; one from 1200 to 0259 and another from 0300 to 1159 (this would mean that the user has two manufacturing times for admixtures).

CPRS	A VISTA computer software package called Computerized Patient Record Systems. CPRS is an application in VISTA that allows the user to enter all necessary orders for a patient in different packages from a single application. All pending orders that appear in the Unit Dose and IV modules are initially entered through the CPRS package.
Cumulative Doses	The number of IV doses actually administered, which equals the total number of bags dispensed less any recycled, destroyed, or cancelled bags.
Default Answer	The most common answer, predefined by the system to save time and keystrokes for the user. The default answer appears before the two slash marks (//) and can be selected by the user by pressing < Enter >
Dispense Drug	The Dispense Drug is pulled from DRUG file (#50) and usually has the strength attached to it (e.g., Acetaminophen 325 mg). Usually, the name alone without a strength attached is the Orderable Item name.
Delivery Times	The time(s) when IV orders are delivered to the wards.
Dosage Ordered	After the user has selected the drug during order entry, the dosage ordered prompt is displayed.
DRUG ELECTROLYTES file	File #50.4. This file contains the names of anions/cations, and their concentration units.
DRUG file	File #50. This file holds the information related to each drug that can be used to fill a prescription.
Duration	The length of time between the Start Date/Time and Stop Date/Time for an Inpatient Medications order. The default duration for the order can be specified by an ordering clinician in CPRS by using the Complex Dose tab in the Inpatient Medications ordering dialog.
Electrolyte	An additive that disassociates into ions (charged particles) when placed in solution.
Entry By	The name of the user who entered the Unit Dose or IV order into the computer.

Hospital Supplied Self Med	Self medication, which is to be supplied by the Medical Center's pharmacy. Hospital supplied self med is only prompted for if the user answers Yes to the SELF MED: prompt during order entry.
Hyperalimentation (Hyperal)	Long term feeding of a protein-carbohydrate solution. Electrolytes, fats, trace elements, and vitamins can be added. Since this solution generally provides all necessary nutrients, it is commonly referred to as Total Parenteral Nutrition (TPN). A hyperal is composed of many additives in two or more solutions. When the labels print, they show the individual electrolytes in the hyperal order.
Infusion Rate	The designated rate of flow of IV fluids into the patient.
INPATIENT USER PARAMETERS file	File #53.45. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific users. This file also contains fields that are used as temporary storage of data during order entry/edit
INPATIENT WARD PARAMETERS file	File #59.6. This file is used to tailor various aspects of the Inpatient Medications package with regards to specific wards.
Intermittent Syringe	A syringe type of IV that is administered periodically to the patient according to an administration schedule.
Internal Order Number	The number on the top left corner of the label of an IV bag in brackets ([]). This number can be used to speed up the entry of returns and destroyed IV bags.
IV ADDITIVES file	File #52.6. This file contains drugs that are used as additives in the IV room. Data entered includes drug generic name, print name, drug information, synonym(s), dispensing units, cost per unit, days for IV order, usual IV schedule, administration times, electrolytes, and quick code information.
IV CATEGORY file	File #50.2. This file allows the user to create categories of drugs in order to run "tailor-made" IV cost reports for specific user-defined categories of drugs. The user can group drugs into categories.

IV Label Action	<p>A prompt, requesting action on an IV label, in the form of “Action ()”, where the valid codes are shown in the parentheses. The following codes are valid:</p> <ul style="list-style-type: none"> P – Print a specified number of labels now. B – Bypass any more actions. S – Suspend a specified number of labels for the IV room to print on demand.
IV Room Name	The name identifying an IV distribution area.
IV SOLUTIONS file	<p>File #52.7. This file contains drugs that are used as primary solutions in the IV room. The solution must already exist in the DRUG file (#50) to be selected. Data in this file includes: drug generic name, print name, status, drug information, synonym(s), volume, and electrolytes.</p>
IV STATS file	<p>File #50.8. This file contains information concerning the IV workload of the pharmacy. This file is updated each time the <i>COmpile IV Statistics</i> option is run and the data stored is used as the basis for the AMIS (IV) report.</p>
Label Device	The device, identified by the user, on which computer-generated labels will be printed.
Local Possible Dosages	Free text dosages that are associated with drugs that do not meet all of the criteria for Possible Dosages.
LVP	<p>Large Volume Parenteral — Admixture. A solution intended for continuous parenteral infusion, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. It is comprised of any number of additives, including zero, in one solution. An LVP runs continuously, with another bag hung when one bottle or bag is empty.</p>
Manufacturing Times	<p>The time(s) that designate(s) the general time when the manufacturing list will be run and IV orders prepared. This field in the <i>Slte Parameters (IV)</i> option (IV ROOM file (#59.5)) is for documentation only and does not affect IV processing.</p>

MEDICATION ADMINISTERING TEAM file	File #57.7. This file contains wards, the teams used in the administration of medication to that ward, and the rooms/beds assigned to that team.
MEDICATION INSTRUCTION file	File #51. This file is used by Unit Dose and Outpatient Pharmacy. It contains the medication instruction name, expansion, and intended use.
MEDICATION ROUTES file	File #51.2. This file contains medication route names. The user can enter an abbreviation for each route to be used at their site. The abbreviation will most likely be the Latin abbreviation for the term.
Medication Routes/Abbreviations	Route by which medication is administered (e.g., oral). The MEDICATION ROUTES file (#51.2) contains the routes and abbreviations, which are selected by each VAMC. The abbreviation cannot be longer than five characters to fit on labels and the MAR. The user can add new routes and abbreviations as appropriate.
Non-Formulary Drugs	The medications that are defined as commercially available drug products not included in the VA National Formulary.
Non-VA Meds	Term that encompasses any Over-the-Counter (OTC) medications, Herbal supplements, Veterans Health Administration (VHA) prescribed medications but purchased by the patient at an outside pharmacy, and medications prescribed by providers outside VHA. All Non-VA Meds must be documented in patients' medical records.
Non-Verified Orders	Any order that has been entered in the Unit Dose or IV module that has not been verified (made active) by a nurse and/or pharmacist. Ward staff may not verify a non-verified order.
Orderable Item	An Orderable Item name has no strength attached to it (e.g., Acetaminophen). The name with a strength attached to it is the Dispense Drug name (e.g., Acetaminophen 325mg).

Order Sets	An Order Set is a set of N pre-written orders. (N indicates the number of orders in an Order Set is variable.) Order Sets are used to expedite order entry for drugs that are dispensed to all patients in certain medical practices and procedures.
Order View	Computer option that allows the user to view detailed information related to one specific order of a patient. The order view provides basic patient information and identification of the order variables.
Parenteral	Introduced by means other than the digestive track.
Patient Profile	A listing of a patient's active and non-active Unit Dose and IV orders. The patient profile also includes basic patient information, including the patient's name, social security number, date of birth, diagnosis, ward location, date of admission, reactions, and any pertinent remarks.
Pending Order	A pending order is one that has been entered by a provider through CPRS without Pharmacy or Nursing finishing the order. Once Pharmacy or Nursing has finished and verified the order, it will become active.
PHARMACY SYSTEM file	File # 59.7. This file contains data that pertains to the entire Pharmacy system of a medical center, and not to any one site or division.
Piggyback	Small volume parenteral solution for intermittent infusion. A piggyback is comprised of any number of additives, including zero, and one solution; the mixture is made in a small bag. The piggyback is given on a schedule (e.g., Q6H). Once the medication flows in, the piggyback is removed; another is not hung until the administration schedule calls for it.
Possible Dosages	Dosages that have a numeric dosage and numeric dispense units per dose appropriate for administration. For a drug to have possible dosages, it must be a single ingredient product that is matched to the VA PRODUCT file (#50.68). The VA PRODUCT file (#50.68) entry must have a numeric strength and the dosage form/unit combination must be such that a numeric strength combined with the unit can be an appropriate dosage selection.

Pre-Exchange Units	The number of actual units required for this order until the next cart exchange.
Primary Solution	A solution, usually an LVP, administered as a vehicle for additive(s) or for the pharmacological effect of the solution itself. Infusion is generally continuous. An LVP or piggyback has only one solution (primary solution). A hyperal can have one or more solutions.
Print Name	Drug generic name as it is to appear on pertinent IV output, such as labels and reports. Volume or Strength is not part of the print name.
Print Name{2}	Field used to record the additives contained in a commercially purchased premixed solution.
Profile	The patient profile shows a patient's orders. The Long profile includes all the patient's orders, sorted by status: active, non-verified, pending, and non-active. The Short profile will exclude the patient's discontinued and expired orders.
Prompt	A point at which the system questions the user and waits for a response.
Provider	Another term for the physician involved in the prescription of an IV or Unit Dose order for a patient.
PSJI MGR	The name of the <i>key</i> that allows access to the supervisor functions necessary to run the IV medications software. Usually given to the Inpatient package coordinator.
PSJI PHARM TECH	The name of the <i>key</i> that must be assigned to pharmacy technicians using the IV module. This key allows the technician to finish IV orders, but not verify them.
PSJI PURGE	The <i>key</i> that must be assigned to individuals allowed to purge expired IV orders. This person will most likely be the IV application coordinator.
PSJI RNFINISH	The name of the <i>key</i> that is given to a user to allow the finishing of IV orders. This user must also be a holder of the PSJ RNURSE key.
PSJI USR1	The <i>primary menu option</i> that may be assigned to nurses.

PSJI USR2	The <i>primary menu option</i> that may be assigned to technicians.
PSJU MGR	The name of the <i>primary menu</i> and of the <i>key</i> that must be assigned to the pharmacy package coordinators and supervisors using the Unit Dose module.
PSJU PL	The name of the <i>key</i> that must be assigned to anyone using the Pick List options.
PSJ PHARM TECH	The name of the <i>key</i> that must be assigned to pharmacy technicians using the Unit Dose module.
PSJ RNFINISH	The name of the <i>key</i> that is given to a user to allow the finishing of a Unit Dose order. This user must also be a holder of the PSJ RNURSE key.
PSJ RNURSE	The name of the <i>key</i> that must be assigned to nurses using the Unit Dose module.
PSJ RPHARM	The name of the <i>key</i> that must be assigned to a pharmacist to use the Unit Dose module. If the package coordinator is also a pharmacist he/she must also be given this key.
Quick Code	An abbreviated form of the drug generic name (from one to ten characters) for IV orders. One of the three drug fields on which lookup is done to locate a drug. Print name and synonym are the other two. Use of quick codes will speed up order entry, etc.
Report Device	The device, identified by the user, on which computer-generated reports selected by the user will be printed.
Schedule	The frequency of administration of a medication (e.g., QID, QD, QAM, STAT, Q4H).

Schedule Type	Codes include: O - one time (i.e., STAT - only once), P - PRN (as needed; no set administration times). C - continuous (given continuously for the life of the order; usually with set administration times). R - fill on request (used for items that are not automatically put in the cart - but are filled on the nurse's request. These can be multidose items (e.g., eye wash, kept for use by one patient and is filled on request when the supply is exhausted)). And OC - on call (one time with no specific time to be given, i.e., 1/2 hour before surgery).
Scheduled IV Order	Inpatient Medications IV order having an administration schedule. This includes the following IV Types: IV Piggyback, Intermittent Syringe, IV Piggyback Chemotherapy, and Intermittent Syringe Chemotherapy.
Self Med	Medication that is to be administered by the patient to himself.
Standard Schedule	Standard medication administration schedules stored in the ADMINISTRATION SCHEDULE file (#51.1).
Start Date/Time	The date and time an order is to begin.
Status	A - active, E - expired, R - renewed (or reinstated), D - discontinued, H - on hold, I - incomplete, or N - non-verified, U - unreleased, P - pending, O - on call, DE - discontinued edit, RE - reinstated, DR - discontinued renewal.
Stop Date/Time	The date and time an order is to expire.
Stop Order Notices	A list of patient medications that are about to expire and may require action.
Syringe	Type of IV that uses a syringe rather than a bottle or bag. The method of infusion for a syringe-type IV may be continuous or intermittent.
Syringe Size	The syringe size is the capacity or volume of a particular syringe. The size of a syringe is usually measured in number of cubic centimeters (ccs).

TPN	Total Parenteral Nutrition. The intravenous administration of the total nutrient requirements of the patient. The term TPN is also used to mean the solution compounded to provide those requirements.
Units per Dose	The number of Units (tablets, capsules, etc.) to be dispensed as a Dose for an order. Fractional numbers will be accepted.
VA Drug Class Code	A drug classification system used by VA that separates drugs into different categories based upon their characteristics. IV cost reports can be run for VA Drug Class Codes.
VDL	Virtual Due List. This is a Graphical User Interface (GUI) application used by the nurses when administering medications.
WARD GROUP file	File #57.5. This file contains the name of the ward group, and the wards included in that group. The grouping is necessary for the pick list to be run for specific carts and ward groups.
Ward Group Name	An arbitrarily chosen name used to group wards for the pick list and medication cart.
WARD LOCATION file	File #42. This file contains all of the facility ward locations and their related data, i.e., Operating beds, Bedsection, etc. The wards are created/edited using the <i>Ward Definition</i> option of the ADT module.

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